EMPLOYMENT OPPORTUNITY – DEVELOPMENT ASSOCIATE

Sharsheret, a fast-paced and growing national breast and ovarian cancer organization, seeks a full-time Development Associate in our Teaneck, NJ office with a focus on building institutional corporate relationships and assisting in the development of special events. The successful candidate will have a clear understanding of the Jewish and/or health care landscape.

QUALIFICATIONS

• Volunteer or professional experience working in Jewish organization, health care or non-profit setting
• Passion for issues related to cancer and the Jewish community
• Exceptional interpersonal, writing, communication and organizational skills
• Ability to manage multiple projects simultaneously and work in a very fast-paced environment
• Available to occasionally work evenings and travel to approximately 2 out of state conferences, as needed
• Proficient in Microsoft Office, especially Excel and PowerPoint

RESPONSIBILITIES

• Research corporate fundraising opportunities
• Support management of portfolio of 30+ pharmaceutical/laboratory representatives which includes identifying, cultivating, soliciting and stewarding gifts through grant and proposal writing
• Coordinating meetings for pharmaceutical companies and Sharsheret leadership
• Liaise with Sharsheret’s clinical and outreach teams
• Utilize donor database tracking system for donor activity and generate reports as needed from Donor Perfect and Givecloud
• Represent Sharsheret at local conferences and events, as needed
• Support Director of Strategic Partnerships and daily functions of the development team, as needed

TO APPLY

Send resume and cover letter to resumes@sharsheret.org. No telephone calls please. Salary ($50,000 - $60,000) and benefits commensurate with experience.

Sharsheret provides equal employment opportunities to all candidates regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, creed, religion, political belief, gender, sexual orientation, marital status, or age.